

**Memorandum of the Meeting
Regular Study Session/Meeting
Twenty-Sixth Town Council of Highland
Monday, November 02, 2009**

The regular session of the Twenty-Sixth Town Council of the Town of Highland was convened at the regular place, the Highland Municipal, 3333 Ridge Road, Highland, Indiana, in the plenary meeting chambers on **Monday, November 02, 2009** at the regular time of 7:10 o'clock p.m.

Silent Roll Call: Councilors Bernie Zemen, Mark Herak, and Konnie Kuiper were present. Councilor Dan Vassar was absent owing to work related travel. Councilor Novak was absent owing to a work commitment as well. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

Also present: Ed Dabrowski of the Park and Recreation Board was also present.

Tom Brown of Brown Insurance Group and William R. Timmer, Jr., CFOD, Fire Chief was also present.

General Substance of Matters Discussed

1. Tom Brown discussed insurance issues including the results of shopping insurance related to the underground storage tanks owned by the Town. He noted that IDEM required evidence of financial responsibility and the policy he was shopping was presented for that purpose. It was further noted that there are three active tanks at the Public Works Facility and one inactive. There is one active used by Police Department at the Town Hall.

He further reported that the coverage is for 1 million dollars per occurrence and the annual premium is \$1,724.00.

Councilor Herak suggested permitting residents deposit used oil at the public works facility to be used to heat facilities.

The discussion included a brief survey of the general liability policies and approaches to renewal. Mr. Brown left application paperwork for preparation by the proper officer.

Mr. Brown departed at this time.

2. The Fire Chief discussed recent warning siren calls that were prompted from excessive dampness or moisture in one of the sirens and not triggered by a dispatcher call. The warning siren located near the Meijer Store Campus was the siren which had the problem.

The Fire Chief noted that he was advised that a heater being added to the sirens be installed for each of the sirens. The discussion included consideration of alternative methods to reduce dampness and the ways and means to support the repairs.

The discussion included the possibility of using the recently received welfare levy proceeds that must be used for public safety uses only.

3. The Fire Chief and the Town Council discussed a recent concern or rumor that suggested that the Town's ISO rating was "lowered" from the current 4. The Fire Chief indicated the process employed by the ISO to rate the community for fire suppression. He discussed the impact on insurance premiums being mostly borne by commercial properties that are not equipped with fire sprinkling. The Fire Chief reported his consultation with the neighboring

community of Munster about its experience with the rating. The Fire Chief indicated that the current ISO rating has not been provided.

The discussion included whether or not training would serve to improve any change in rating. It was further discussed cooperating with nearby "paid-on-call" departments to conduct training.

4. The Fire Chief and the Town Council discussed the recent meeting conducted in Dyer, Wednesday, October 28, 2009, on ways and means to cooperate with other communities, with cooperation, consolidation and possible implementation of a Fire Territory with neighboring communities. The discussion included the prospect of a smart combination with Griffith. The discussion also included a discussion regarding the current Ambulance services agreement with Prompt as the provider and the cooperation of Highland and Munster. The discussion included whether or not the current agreement would renew automatically.

The discussion included whether or not the Fire Chief was the proper officer to conduct Highland's review of performance by Prompt, Inc.

5. The Town Council discussed the number of delinquency notices generated from the utilities and the number recently and whether any special consideration could be for those who may be experiencing financial difficulties.
6. The Town Council discussed the desirability of permitting credit card payment for law enforcement bonding and for other services. The discussion included the difference between point of sale (pos) service versus a fully integrated payment system that would allow off site interaction with customer account records. The discussion included the constraints of the "convenience fees" under the Indiana law and that the providers who offer services without a fee to the municipality use the convenience charge to recover the provider's costs. The Clerk-Treasurer indicated that the optimum approach would be to have an integrated system but that a P.O.S. system service could be acquired relatively easily.
7. The Town Council discussed the scheduling for the midnight shift for Public Works, street division and how these workers are scheduled or marshaled for snow plowing and removal. The discussion included the concern about workers who were scheduled during the day, and held over for snow plowing. The discussion included considerations of what type of scheduling that would reduce overtime costs to the unit. The discussion included a review of what neighboring communities do to manage the snow removal and keep overtime costs down and promote safety for workers. The discussion included whether or not there should be a rule for 16 hours on and at least 16 hours off for workers who plow snow.
8. The Town Council discussed Halloween and the volume of trick or treaters in the more affluent neighborhoods. Councilor Herak reported that 449 trick or treaters visited Arbor Hill subdivision. The discussion included concerns about whether or not the matter required action or a response from the Town Council.

There being no further business to come before the Town Council, the regular study session of the Town Council, of **Monday, November 02, 2009**, was adjourned 8:53 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA
Clerk-Treasurer